

Missouri Association of School Librarians Readers Award Committees Policies and Procedures Show Me, Mark Twain, Truman, Gateway, and Dogwood

Mission Statement

The librarians of Missouri believe that exposing students to quality literature impacts their future reading habits. These awards encourage students in grades one through twelve to explore new literary genres, to recognize excellence in writing and illustrating, and to experience the joy of literature.

Goals

1. To expose Missouri students to quality literature (fiction or non-fiction) that appeals to their unique needs and interests.
2. To recognize and honor outstanding works of literature (fiction or non-fiction).
3. To promote the relationship among schools, libraries and student readers.
4. To stimulate statewide interest in, and communication about books that appeal to students at their grade level.
5. To improve listening skills in primary students (Show Me and Dogwood Awards).

Guidelines, Timelines and Procedures

I. Association Responsibilities

- a. Comply with MASL Bylaws, Article V.
- b. Send names of all committee members upon approval by the Board to the association management company for inclusion in association related materials.

II. Committee Structure

- a. Each Committee will consist of nine voting MASL members, whose memberships are in good standing:
 - i. Four MASL representatives serving one-year terms.
 - ii. One Missouri public librarian, preferably a member of the Missouri Library Association. Public librarians may serve up to two consecutive one-year terms.
 - iii. Four rotating MASL members, The rotating member will serve a term of four years in the following positions:

1 st year	Secretary
2 nd year	Vice Chair
3 rd year	Chair
4 th year	Past Chair
- b. At the time of Board approval, all Committee members must have library responsibilities in Missouri for one or more grade levels represented by their Committee.
- c. The Committee Vice-Chair, in consultation with the other rotating Committee members, will appoint four one-year members to the Committee. Selection criteria may include, but is not limited to: region representation, diverse school population (rural, suburban, urban), diverse committee representation, previous experience as a school librarian, and previous experience as a past Reader-Selector. Names must

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- be shared with the Board no less than 30 days prior to the June Executive Council Meeting (Dogwood Committee by December 1). MASL Board approval will happen electronically by June 30. (Dogwood Committee by January 31).
- d. The one year term of membership for Show Me, Mark Twain, Truman, and Gateway Committees begins July 1 and concludes the following summer after voting on the *Reader Selector Preliminary List*. The one year term of membership for the Dogwood Committee begins February 1 and concludes the following year after Spring Conference.
 - e. The Committee Vice-Chair, in consultation with the other rotating Committee members, will assign one MASL member, with previous experience as a one-year member, to serve as the next rotating member. This will be decided following the Spring Conference. Selection criteria may include, but is not limited to: region representation, diverse school population (rural, suburban, urban), diverse committee representation, and previous committee participation (participation at meetings, engagement in committee, number of books read).
 - f. A vacancy in the Past Chair, Chair, or Vice-Chair position will be filled by rotating members rotating up. Any committee member who fills a vacancy has the option of an extra one-year term at the end of their Past Chair tenure in order to fulfill a complete 5-year term.
 - g. A vacancy in the Secretary position will be filled by a MASL member with previous experience as a one-year member.

III. Committee Responsibilities

a. All Members

i. General:

1. Attend and participate in all committee meetings as a voting member.
2. Respond promptly to committee correspondence.
3. Publicize the Reader Award, as appropriate.
4. Contribute to any digital committee documents (for example, instructional materials and web resources).
5. Read and rate all Reader Award Book Grant applications to help select the annual winner(s) (excluding the Dogwood Committee).
6. Score promotional media entries (for example, book trailer), as needed.
7. Adhere to schedules as outlined in this document.

ii. Reading List/Books

1. Donate publishers' complimentary books received for review to a school (cataloged for library circulation, donation to the classroom, or donation as student prizes) or public library. **PUBLISHERS' COMPLIMENTARY BOOKS MAY NOT BE SOLD FOR PROFIT!**

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2. Read and rate all 20-25 titles on the *Reader/Selector Preliminary List* (excluding the Dogwood Committee). Reader/Selector ratings by Committee Members will be added to all other volunteer Reader/Selector ratings that determine the *Final List of Nominees*.
 3. Recruit students and adults as volunteers for the *Reader/Selector Preliminary List* (excluding the Dogwood Committee). Volunteer ratings will determine the *Final List of Nominees*; student ratings will be worth twice as much as adult ratings.
 4. Read as many books as possible, on and off list (not received as a publisher donation or recommendation), that are eligible for nomination for the Award. Recommend those books you deem worthy be added to the *Possibilities List*, which is maintained electronically.
 5. Rate those books from the *Possibilities List* that you have read. Ratings will assist in the creation of the *Recommended List* of no more than 50 titles.
 6. Read and rate all of the titles on the *Recommended List*. (Dogwood Committee members will read and rate titles from 2 of the 4 *Recommended Lists*). Ratings will assist in the creation of the *Reader/Selector Preliminary List*. (Dogwood Committee ratings from the *Recommended List* will select the *Final List of Titles*).
- iii. Spring Conference
1. Contribute to the Reader Award Cash for a Cause Basket.
 2. Set up and work in the Conference Store during all no conflict exhibit times and as needed.
 3. Participate in at least one Committee workshop.
 4. Set up for the Readers Award Banquet, as needed.
 5. Participate in author/illustrator related events (excluding the Dogwood Committee). These include, but are not limited to, welcome basket(s) for the visiting author(s) and illustrator(s), Meet and Greet, autographing, and facilitation of workshops.

b. Chair

- i. General:
 1. See that all scheduled deadlines are met.
 2. Convene and preside over all Committee meetings. When possible, meetings will be scheduled in conjunction with Board of Directors meetings.
 3. Approve committee member expense reports, if applicable.
 4. Coordinate any appropriate activities, as needed, with the association management company.
 5. Submit Board Reports and the Annual Report on behalf of the Committee.

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6. Attend all scheduled Board of Directors meetings.
 7. Maintain digital records of all important Committee items and transactions. By July 1 (end of Spring Conference for Dogwood), present the incoming chairperson with all pertinent materials.
 - ii. Reading List/Books (excluding the Dogwood Committee)
 1. Coordinate with the association management company to create and distribute the voting ballot.
 2. Notify author(s), illustrator(s), and publisher of the Award winner(s) and invite the winner(s) to attend the MASL Spring Conference the following year.
 - iii. Spring Conference
 1. Oversee the Committee's responsibilities for Spring Conference (for example, Conference Store, Award workshops, and author/illustrator related events)
 2. Announce the Top 3 titles of the award voting at the Readers Award Banquet (Dogwood Committee *Final List of Titles* announcement).
 3. Announce the Book Grant recipients at the Readers Award Banquet.
- c. Vice Chair**
- i. General
 1. Assist the Chair as needed.
 2. In consultation with other rotating committee members, appoint four one-year committee members and one Missouri public librarian member. Submit names for Board approval no less than 30 days prior to the June Executive Council Meeting. (Dogwood Committee by December 1).
 - ii. Reading Lists/Books (excluding the Dogwood Committee)
 1. After the summer meeting, send a copy of the Committee's *Reader/Selector Preliminary List* to the association management company for MASL publication and recruitment of volunteer Reader/Selectors.
 2. Coordinate with the association management company to request two copies of books on the *Reader/Selector Preliminary List* from publishers to be used for the Book Grants.
 3. Coordinate with the association management company to send a copy of the *Reader/Selector Preliminary List* to the director of Wolfner Library for audio preparation.
 4. Coordinate with the association management company to create and distribute the Reader/Selector ballot.

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5. Compile the *Final List of Nominees* from the Reader/Selector ratings. Send the list to the association management company for MASL publication and notification of publishers.
- iii. Marketing/Media Production
 1. Coordinate with the association management company to secure publishers' permission to use photos of the book jackets and official book summaries (title verso information).
 2. Coordinate the annotation of the *Final List of Nominees*, and send to the association management company for promotional purposes.
 3. Coordinate with the association management company the printing of the Award promotional materials.
 4. Work with other Reading Award Committee vice chairs (excluding the Show Me and Dogwood Committees, if applicable) and Public Relations Committee to coordinate the production of promotional media (for example, book trailer).
 5. Each multimedia and promotional item should carry a statement regarding licensing as per the MASL copyright/license policy.
- d. Secretary**
- i. General
 1. Assist the chair as needed.
 2. Record minutes of all committee meetings and make them available to all committee members.
 3. Work with the MASL association management company to ensure that letters have been sent to various publishing companies requesting copies of books to be considered for the Award to be sent to all committee members.
 - ii. Reading Lists/Books
 1. Create and maintain an online database for the *Possibilities List*. The list should include all books received by the publishers (including prices) and suggestions received from outside of the committee.
 2. If necessary, divide the *Possibilities List* to ensure that at least two committee members have read and rated all eligible books.
 3. Compile the *Recommended List* (4 *Recommended Lists* for the Dogwood Committee) of no more than 50 titles based on all committee members ratings of books read from the *Possibilities List*.
- e. Past Chair**
- i. General
 1. Assist and advise the Chair, as needed.
 2. Serve as a reader/selector the year following their tenure on the Committee.

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- ii. Spring Conference
 - 1. Serve as a member of the Spring Conference Committee to help plan the Readers Award events. All arrangements will be coordinated with the association management company.
 - 2. Coordinate with the association management company to secure the award with appropriate engraving. (excluding the Dogwood Committee)
 - 3. Select the student to present the award at the Readers Award Banquet, and coordinate with association management to arrange for meals and accommodations for the student and his/her parent/guardian. (excluding the Dogwood Committee)
 - 4. Finalize arrangements for the author(s) and illustrator(s) to attend the MASL Spring Conference (transportation, housing, meals, schedule) in conjunction with the Spring Conference Committee and the association management company (excluding the Dogwood Committee).

IV. Schedule and Deadline for Activities

a. Show Me, Mark Twain, Truman, and Gateway Committees

- i. Summer meeting on or before August 15
 - 1. The Chair of each Reader Award committee along with the MASL President and the association management company will determine the date, time, and location of the summer meeting. It is highly recommended that it be held in conjunction with the summer Board of Directors meeting. Both incoming and outgoing committee members are expected to attend.
 - 2. Committee members will submit all of their *Recommended List* ratings prior to the summer meeting.
 - 3. The *Reader/Selector Preliminary List* will be compiled at this meeting.
 - a. Any title placed on the *Reader/Selector Preliminary List* should be suitable in content and worthy in literary quality to be an Award winner.
 - b. Titles can be considered on the basis of interest, genre, diversity, and age/grade level.
 - c. Reader Award committees may have one overlapping title with adjacent committees for the *Reader/Selector Preliminary List*.
 - 4. Committee members will review the Readers Awards Committee Handbook to better understand their roles and responsibilities.
 - 5. The outgoing committee members' terms will end at the conclusion of the summer meeting.

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- ii. On or before August 31
 - 1. The *Reader/Selector Preliminary List* will be posted on MASL publications. The association management and committee members will solicit names for volunteer Reader/Selectors.
 - 2. Publishers of titles selected for the *Reader/Selector Preliminary List* will be notified.
 - a. Two copies of books on the *Reader/Selector Preliminary List* will be requested to be used for the Book Grants.
 - b. The publisher's written permission will be requested to use photographs of the book jackets and official book summaries (title verso information) in the promotional materials.
 - 3. The *Reader/Selector Preliminary List* will be sent to the director of Wolfner library so they may initiate audio recordings.
- iii. On or before December 15
 - 1. The Reader/Selector ballots are sent to all MASL membership and posted on MASL publications.
 - 2. The association management and committee members will solicit titles of books for inclusion on the *Possibilities List* from non-committee members (deadline is May 1).
- iv. Second Tuesday in January
 - 1. 11:59 pm deadline for reader/selector ballots to be submitted online.
 - 2. The *Final List of Nominees* will be compiled from the Reader/Selector ballots based on averaging the totals with a weight assigned as 1/3 adult votes and 2/3 student votes.
 - a. Two titles will be left open for committee input to ensure a balanced and representative list based on the selection criteria.
 - b. No committee will share titles with another on the *Final List of Nominees*. Shared titles will be determined by the higher percentage of reader/selectors, in combination with overall average ratings.
- v. On or before January 20
 - 1. Publishers of titles on the *Final List of Nominees* will be notified.
 - a. Information about the location and date of the following Spring Conference to facilitate the author(s) and illustrator(s) acceptance of the award will be shared.
 - b. Publishers are asked to contact the author(s) and illustrator(s).
 - 2. The *Final List of Nominees* will be posted on MASL publications.

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3. Past Chairs will work with the association management company to make arrangements for engraving and to obtain the award in time for presentation at the Spring Conference Readers Award banquet.
- vi. Mid-Winter Meeting, as needed
 1. The Chair of each Reader Award committee along with the MASL President and the association management company will determine the date, time, and location of the mid-winter meeting. It is highly recommended that it be held in conjunction with the mid-winter Executive Council meeting, if possible.
 2. Appropriate publicity materials (for example, bookmarks, posters, website, etc.) is finalized.
 3. Spring Conference responsibilities are reviewed.
 4. Committee reading progress is discussed.
- vii. On or Before March 1
 1. The award ballots are sent to all MASL membership and posted on all MASL publications.
 2. Association management begins solicitation for book grant applications (deadline is 5 days after voting deadline).
 3. Association management begins solicitation of one-year committee membership (deadline is May 1).
 4. Association management begins solicitation for the Book Trailer Contest (deadline is May 1).
- viii. March 10
 1. 11:59 pm deadline for award ballots to be submitted online.
 2. Any Missouri student in grades 1 through 12 is entitled to cast a vote if they have read a minimum of 6 Show Me, 4 Mark Twain, 4 Truman, and/or 2 Gateway titles from the current *Final List of Nominees*.
- ix. 5 days after Voting Deadline
 1. 11:59 pm deadline for book grant applications.
 2. The MASL association management company will report the results to each Readers Award Committee Chair.
 3. The Chair will notify the winning book's author(s), illustrator(s), and publisher.
 - a. The author(s) and illustrator(s) are urged to attend the following year's Spring Conference to accept the award in person.
 - b. The association management company will assist in negotiating a contract with the winning author(s) and illustrator(s) to include details pertaining to transportation,

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- lodging, meals, workshops, autographing, speeches and other appearances.
- c. The publisher will be invited to bear a portion of the travel expenses.
- x. Spring Conference
 - 1. Committee members will select Book Grant recipient(s) in time for the Chair to announce the winner(s) at the Readers Award banquet. If at all possible, book grants will be distributed at Spring Conference, to save on shipping.
 - 2. Committee members will contribute to the Reader Award Cash for a Cause Basket.
 - 3. Committee members will set up and work in the Conference Store during all no conflict exhibit times and as needed.
 - 4. Committee members will present their *Final List of Nominees* at a minimum of two workshop presentations.
 - 5. Committee members will assist in setting up the Reader Award banquet, as needed.
 - 6. Participate in author/illustrator related events. These include, but are not limited to, welcome basket(s) for the visiting author(s) and illustrator(s), Meet and Greet, autographing, and facilitation of workshops.
 - 7. The publishers of the titles on the *Final List of Nominees* will be notified of the award-winning book selected by the students in Missouri. An announcement of the top 3 books with the highest votes will be posted on all MASL publications.
- xi. May 1
 - 1. 11:59 pm deadline for non-committee members to suggest books for inclusion on the *Possibilities List*.
 - 2. 11:59 pm deadline for one-year committee membership applications.
 - 3. 11:59 pm deadline for Book Trailer contest submissions.
- xii. No less than 30 days prior to June Executive Council Meeting
 - 1. Committee member appointments, with contact information, should be submitted to the MASL President, Board of Directors, and the association management company for approval in June.
 - 2. These appointments will commence official duties on July 1.
- xiii. May 15
 - 1. Committee members will rate books they have read from the *Possibilities List*. The rating scale will consist of 5, 4, 3, 2, 1, 0, with 0 being not suitable.
 - a. Books must interest students in the grade level represented by the award.

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- b. Books must be written and illustrated by no more than 2 contributors (3 for Show Me) currently living in the United States. If an author or illustrator passes away after their book has been added to the *Possibilities List*, the book is still eligible for consideration.
 - c. Books must be of literary value, which may enrich a reader's personal life.
 - d. Books must be published two years prior to nomination on a *Final List of Nominees*.
 - 2. The Secretary will compile a list of the top-rated books from the recommended *Possibilities List* created by committee members, and from suggestions by MASL members received by May 1. This list must adhere to the selection criteria above, and have been read by at least 2 committee members. The highest totals will be used to compile a *Recommended List* of no more than 50 titles.
- xiv. On or before May 31
 - 1. Book Trailer winners are posted on MASL publications.
 - 2. Committee members will receive from the Secretary the *Recommended List* of no more than 50 titles. Committee members MUST read all books on the *Recommended List* before the summer meeting where they meet to discuss and select the *Reader/Selector Preliminary List*.
 - 3. The *Recommended List* will be posted on MASL publications.
- xv. July 1
 - 1. Committee membership terms begin.
 - 2. One year committee members will be encouraged to read as many books as possible from the *Recommended List* prior to the committee's summer meeting.
- b. Dogwood Committee**
 - i. On or before December 1
 - 1. Committee member appointments, with contact information, should be submitted to the MASL President, Board of Directors, and the association management company for approval prior to January 31.
 - 2. These appointments will commence official duties on February 1.
 - ii. Mid-Winter Meeting
 - 1. The Chair along with the MASL President and the association management company will determine the date, time, and location of the mid-winter meeting. It is highly recommended that it be held in conjunction with the mid-winter Executive Council meeting, if possible. Both incoming and outgoing committee members are expected to attend.

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2. Committee members will review the Readers Awards Committee Handbook to better understand their roles and responsibilities.
 3. The *Final List of Titles* for each grade level span will be determined. Any nonfiction titles on other award committees' *Final List of Nominees* may also be shared by Dogwood.
 4. Appropriate publicity materials (for example, bookmarks, posters, website, etc.) is finalized.
- iii. On or before February 28
1. Publishers of titles on the *Final List of Titles* will be notified. Publishers are asked to contact the author(s) and illustrator(s).
 2. The *Final List of Titles* will be posted on MASL publications.
- iv. Spring Conference
1. Committee members will contribute to the Reader Award Cash for a Cause Basket.
 2. Committee members will set up and work in the Conference Store during all no conflict exhibit times and as needed.
 3. Committee members will present their *Final List of Titles* during a workshop presentation.
 4. The outgoing committee members' term will end at the conclusion of Spring Conference.
- v. Summer meeting on or before August 15
1. The Chair of each Reader Award committee along with the MASL President and the association management company will determine the date, time, and location of the summer meeting. It is highly recommended that it be held in conjunction with the summer Board of Directors meeting.
 2. The *Possibilities List* will be discussed.
 - a. Suggestions for targeted age ranges and reading will be highlighted to assure the best possible titles are being considered.
 - b. If nonfiction titles are on other award committees' *Reader/Selector Preliminary Lists*, these titles can be considered for the Dogwood Committee *Possibilities List*.
 3. The association management and committee members will solicit titles of books for inclusion on the *Possibilities List* from non-committee members (deadline is October 15).
- vi. October 15
1. 11:59 pm deadline for non-committee members to suggest books for inclusion on the *Possibilities List*.
 2. Committee members will rate books they have read from the *Possibilities List*. The rating scale will consist of 5, 4, 3, 2, 1, 0, with 0 being not suitable.

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- a. Books must interest students in the grade level represented by the award.
 - b. Books must be of literary value, which may enrich a reader's personal life.
 - c. Books must be published no more than two years prior to inclusion on a *Final List of Titles*.
3. The Secretary will compile a list of the top-rated books from the recommended *Possibilities List* created by committee members, and from suggestions by non-committee members. This list must adhere to the selection criteria above, and have been read by at least 2 committee members. The highest totals will be used to compile a *Recommended List* of no more than 50 titles.
- vii. On or before November 15
1. Committee members will receive from the Secretary the *Recommended List* of no more than 50 titles per award age range.
 2. Committee members will be assigned a preliminary and secondary *Recommended List* to read and rate.

V. Presentation of the Award

Presentation of the Award is to take place at the Reader Award Banquet at Spring Conference. The engraved award will be presented by the Committee past chair to the student presenter, who will present it to the author(s) and illustrator(s), or his/her representative. The selection of the student presenter and expenses for him/her and their parent/guardian will be arranged by the Past Chair as outlined above. The Committee may pay the student presenter's expenses as afforded in the budget.

VI. Specifications for Each Award

- a. The Show Me Readers Award consists of the official Award logo laser-cut on clear acrylic in the shape of the state of Missouri. The award will be inscribed as follows:

(FIRST)
SHOW ME READERS AWARD
(1996)
Sponsored by the Missouri
Association of School Librarians
Chosen by the Children of Missouri
(Robert San Souci)
for (Sukey and the Mermaid)

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- b. The Mark Twain Readers Award consists of the official Award logo laser-cut on clear acrylic. The award will be inscribed as follows:

(FIRST)
MARK TWAIN READERS AWARD
(1972)
Sponsored by the Missouri
Association of School Librarians
Chosen by the Children of Missouri
(William H. Armstrong)
for (Sounder)

- c. The Truman Readers Award is a crystal disk etched with a silhouette of Harry S. Truman with his walking stick. The award will be inscribed as follows:

(FIRST)
TRUMAN READERS AWARD
Sponsored by the
Missouri Association of School Librarians
Chosen by the students of Missouri
(2008-2009)

(Susan Beth Pfeffer)
(Life As We Knew It)

- d. The Gateway Readers Award is a crystal book etched with the Gateway logo. The award will be inscribed as follows:

(FIRST)
GATEWAY READERS AWARD
(2003-2004)
Sponsored by the
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Chosen by the High School students of Missouri

(Ann Brashares)
for (The Sisterhood of the Traveling Pants)